

## **TOWN OF RAYMOND DVD DUPLICATION AND RETENTION POLICY**

The Raymond Cable Television studio may make a DVD recording of each public meeting which is broadcast over Channel 22. That recording may be used to prepare written minutes which will be presented for adoption as official meeting minutes. The Town shall make available, if requested, each such a DVD for public review and copying until the acceptance and approval of the meeting minutes for the meeting, which is subject of the DVD recording (RSA 91-A:4).

The cost for the reproduction of a meeting on DVD is \$5.00.

Pursuant to RSA 33-A:3(a), the Town is under no obligation to retain the DVD beyond the time such meeting minutes are accepted and approved.

This policy was approved and adopted by the Raymond Board of Selectmen on July 14, 2008.

A handwritten signature in black ink, appearing to be 'C. B.', with a long horizontal line extending to the right.